



PHARMACY SERVICES MANAGER
Final Filing Date: October 5, 2006

PROMOTIONAL-SPOT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENT OF CORRECTIONS AND REHABILITATION
SPOT EXAMINATION FOR:
SACRAMENTO

WHO SHOULD APPLY COMPETITION LIMITED TO STATE EMPLOYEES
Applicants must have a permanent civil service appointment with the Department of Corrections and Rehabilitation OR must be: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; OR 2) an exempt employee meeting the criteria defined in GC, Section 18992, as of the final filing date, in order to take this examination. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.

HOW TO APPLY Submit Examination Application (Std. Form 678) to:

By mail with: or In person with:
Department of Corrections and Rehabilitation Department of Corrections and Rehabilitation
Selection Services Section Selection Services Section
P.O. Box 942883 1515 "S" Street, Room 522-N
Sacramento, CA 94283-0001 Sacramento, CA 95814
(916) 322-2545 (916) 322-2545

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Selection Services Section.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS October 5, 2006 is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason. All applicants must meet the education and/or experience requirements for this examination by the final filing date.

TEST DATE It is anticipated that Qualifications Appraisal Interviews will be held during **November/December 2006**.

SALARY RANGE(S) As of: June 30, 2006
\$ 5,725.00 – \$6,958.00

MINIMUM QUALIFICATIONS Possession of a valid certificate of registration as a licentiate in pharmacy issued by the California Board of Pharmacy.

And

Either I
One year of experience performing the duties of a Pharmacist II in the California state service.

Or II
Two years of experience performing the duties of a Pharmacist I in the California state service.

Or III
Three years of experience supervising the operation of a hospital pharmacy.

SPECIAL PERSONAL CHARACTERISTICS

Willingness to work in a State institution; freedom from communicable disease; willingness to travel within a geographical area.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EXAMINATION PLAN This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

Scope:
Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- Knowledge of:
1. All licensing and accreditation standards as they relate to pharmaceutical services in State institutions
 2. Hospital pharmacy and general hospital operation
 3. Newer pharmaceutical technologies, such as computer systems

- EXAMINATION
PLAN(CONTINUED)
4.

Several drug distribution systems to include unit dose, individual prescription, floor stock and modifications of such
5.

Laws pertaining to dispensing and use of narcotics and poisons
6.

Patient-oriented services
7.

Budgeting and inventory processes
8.

Methods used in evaluating pharmacy effectiveness and efficiency
9.

Principles of effective supervision
10.

The department's Equal Employment Opportunity objectives
11.

A manager's role in the Equal Employment Opportunity and the processes available to meet Equal Employment Opportunity objectives

- Ability to:
1.

Manage and be responsible for administering a central pharmacy
2.

Provide leadership and functional direction to other pharmacists
3.

Monitor for proper utilization of pharmaceuticals
4.

Develop and direct clinical pharmacy services
5.

Direct procurement of safe and effective pharmaceuticals
6.

Coordinate the administration of the pharmacy budgets
7.

Supervise and instruct others in pharmaceutical work
8.

Keep records and prepare reports
9.

Analyze situations accurately and take effective action
10.

Effectively contribute to the department's Equal Employment Opportunity objectives

If conditions warrant, this examination may consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

ELIGIBLE LIST
INFORMATION

The resulting eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. Eligibility expires **24** months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION(S)

The Pharmacy Services Manager under general direction, either will (1) manage the pharmaceutical service facilities at more than one State institution; or (2) in a single institution, will manage a large comprehensive pharmacy and supervise the work of Pharmacists I and II and nonprofessional staff; and to do other related work.

Position(s) exist within the Department of Corrections and Rehabilitation in Sacramento.

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS POINTS/
CAREER CREDITS

Veteran's Preference Points and career credits are not granted in promotional examinations.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Corrections and Rehabilitations' Selection Services Section at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS
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